

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
November 1, 1999**

The Membership and Outreach Committee met by teleconference on November 1, 1999 at 2:00pm Eastern Standard Time (EST). The meeting was led by its chair, Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A. *The purpose of this meeting was to address issues from the NELAC V meeting, ongoing projects, and new issues regarding communication of NELAC information to interested parties.*

OLD BUSINESS

September 28 Minutes: A summary of the M&O Meeting of September 28, 1999 had been sent out prior to the teleconference. Committee members are to review the draft for accuracy and send comments to Dr. Ronning for inclusion in the final version.

General Information Updates

- A list of State Representatives is now on the Web Site
- Board liaison to Committees- Chapter 1 & Chapter 4 representatives have been assigned.
- Accrediting Authority Website Links have been requested, 6 received
- Related Links: Call for links to add to this page

Action Items/Ongoing Activities

- 1) **Presentation Material** – There has been no activity on this item..
- 2) **NELAC Information & PT Providers** – A list of the NIST-Certified PT Providers has been put on the NIST web site. Should the NELAC site link to NIST site? Can we get NIST to link from the PT Provider site to the NELAC site? For those PT Providers who have agreed to sending NELAC information to labs, the committee agreed that we should recommend that the PT providers distribute the Lab Fact Sheet.
- 3) **FAQs** –The PT Committee FAQs have been posted on the Web site. The Quality System FAQs appear in meeting minutes. During the discussion of FAQs, it was suggested that the Fact Sheets (which are in FAQ format) be moved to the FAQ page on the Web site. They are currently listed under 'Related Information/Miscellaneous', which is hard to find.
- 4) **Document/Information Review**
 - a) **Factsheets** – Don Zahniser's review of the fact sheets generated a proposal for how to update them. Dr. Ronning is to send electronic copies to D. Zahniser for updating.

b) **Webpage** – Al Tupy has submitted comments to Dr. Ronning. During the discussion of proposed changes, the committee discussed options for changing contact information for the NELAP staff to reflect the realities of changing personnel.

c) **Nomination Form** – Dr. Ronning is to update the 'NELAC Needs You' form and send out nomination forms to prospective committee members after Interim meeting.

5) **Mail Notification of Updates and List Service fee** – Mike Ciolek provided an example of notification of web page updates (link forwarded to committee members from Dr. Ronning). This looked to be exactly the type of notification service that had been discussed by the committee in the previous teleconference. There was no response to inquiries on the costs of a listserv (See previous minutes for example of ISO Guide 25 listserv).

6) **Webcasting** - No activity

7) **Proposal to include Canada** – After a discussion of the issues, it was decided that the NELAP Director would bring the matter to the attention of EPA lawyers, and Dr. Ronning would refer the issue to the Regulatory Committee for future activity if required. There is no further activity by the M&O Committee on the issue at this time.

8) **Tribal Nation Proposals** – Dr. Ronning provided an update on the current status of this matter; no further action by M&O is anticipated at this time.

NEXT MEETING - INTERIM MEETING

1) **Meeting Chair** – Dr. Ronning is to approach Mike Ciolek as the senior voting member of the committee in her anticipated absence. Both Marge Prevost and Al Tupy are to share the chairperson role if Mike can not attend.

2) Agenda

Approve Minutes

Web Site changes

NAFTA Overview?

FAQs

Related Links

Committee Liasons – Marge Prevost to contact proposed liason people, and solicit questions from committees.

Attachment A

**ACTION ITEMS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
November 1, 1999**

Item No	Action Item	Date to be Completed
1	Review Fact Sheets on Web Site (Zahniser)	Done
2	Review Web Page for outdated material (Tupy)	Done
3	Nomination Forms (Ronning)	After Interim V
4	Tribal Nations – Comments to Board (Ronning)	Done
5	NAFTA-NELAC Issues (McClure)	Done
6	Listserv costs and Web update notification (Ciolek)	Interim Meeting
7	Webcasting proposal (Ronning)	TBD
8	Rhode Island program change letter (Zahniser)	Done
9	Related Links (All) – Submit to Dr. Ronning	Interim Meeting